

SPECIAL RECEPTION TASK LIST

SET-UP

- Purchase colorful napkins and candles (if appropriate to the occasion) and a bag of crushed ice to have in the freezer to use for the punch and ice water.
- Place two tables end-to-end down the middle of the room (Parish Hall)
- Decorate tables with
 - Tablecloths (cloth – which may be found hanging in the Nativity Hall: at the far end, on the left, near the stairs)
 - Candles (Silver candlesticks are stored in the “Wedding Cupboard;” white candles can be found in the “Wedding Closet” if needed. See note below for details about these two storage areas.)
 - Flowers or other seasonal decorations, perhaps including colorful candles.
- Set up a busing station in the Parish Hall, just outside (and to the left of) the kitchen doors. Use a rolling cart with a tub on each level for dishes and a large plastic container half full of soapy water for silverware at one end of the top level of the cart.
- Make the punch base. (See recipes below.)
- Place the punch bowl and cups on the table next to the doors to the kitchen (The punch cups are located in the kitchen, in the cupboards above the pass-through opening. One punch bowl is located in the “Wedding Cupboard,” but others are located in the lower cupboard, directly to the left of the door leading to the kitchen from the hallway.)
- Place a couple of pitchers of ice water with a few glasses on the table where the punch will be served (for people who prefer drinking ice water).
- Put coffee cups on the top of the “Wedding Cupboard” (next to the table where the punch bowl and cups will be)
- Put tea bags, cream, sugar, sweetener and spoons next to cups on the “Wedding Cupboard”
- Put napkins and plates at each end of the double long table in the middle of the room.

*** Please Note:* There are both a “Wedding Cupboard” (as described) and a “Wedding Closet” (in the hall, near the kitchen). For your information, the “Wedding Cupboard” contains the china, silver, napkins, silverware, candlesticks, silver sugar and creamer set, silver trivets to set hot dishes on the buffet tables, and similar items. The “Wedding Closet” contains plastic rectangular serving trays, doilies for serving food, candles, and a few other items. The key for the “Wedding Cupboard” is located on a hook in the “Wedding Closet” (on a long ribbon).

SERVING

- Food
 - Place food on plates in preparation to placing them on the long double table. (Doilies for the plates/food are stored in the “Wedding Closet.”)
 - Distribute plates of food on the double long table, intermingling plates of sweets with plates of fruit and/or savory (e.g. cheese and crackers, nuts, etc.)
 - Replenish as needed
- Prepare coffee and hot water (for tea)

- Make and serve Punch
 - Put recommended amount of punch base in punch bowl
 - Add “fizzy” (e.g. gingerale, club soda)
 - Replenish as needed
 - Fill punch cups for people (This is the one actual “serving” task.)
 - *Note that “fizzy” is added just before the punch is served.*

CLEAN-UP

- Turn on dishwasher early (so it will be hot when needed)
- Follow directions for washing dishes posted in the kitchen
- Empty and wash coffee urns
- Remove tablecloths and either take them home and wash and iron them or arrange for someone to do this.
- Wipe off the top of the “Wedding Cupboard” and the table next to it, as well as the counters in the kitchen
- If another reception is following within 24 hours,
 - Cover plates of leftovers with plastic wrap and place those requiring refrigeration in the refrigerator.
 - Put leftover punch base in refrigerator
 - Stack leftover napkins on counter
- If there is *not* another reception following within 24 hours,
 - Wrap and freeze leftovers that will survive freezing
 - Dispose of others